

**WYOMING BOARD OF COSMETOLOGY**  
**BOARD MEETING**  
**May 5, 2014**

**Location:** Parkway Plaza  
Senate Room  
Casper, Wyoming

**Time:** 9:00 a.m.

**Call to Order:**

Diane Pennington moved to called to order the regular meeting at 9:09 on May 5, 2014 at Parkway Plaza Senate Room Casper Wyoming.

**Roll call:** The following persons were present: President Dennis Schildhauer, Tregay Chesser, Secretary, and Board member Diane Pennington, Board member Brenda Schwartzkopf attending via conference call. Vice President Christine Chesser excused. Also in attendance Executive Board Director Betty Abernathy, Administrative Assistant Sharon Bennett, Inspectors Brenda Mathre, and Matt Cisneros. Debbie Bancroft, President, David Parson, Vice President and Ron Wright, Secretary of the Wyoming Board of Barber Examiners attended the meeting.

Diane Pennington made a motion to approve the minutes of the March 9 , 2014, Seconded by Brenda Schwartzkopf, motion carried.

Diane Pennington made a motion to deviate from the agenda if needed, second by Tregay, motion carried.

**Executive Director Report:**

Ken Nelson previous Attorney General retired. Jared Crecelius is going to replace Kelly Rosenberry as assistant Attorney General. Jared is taking a different angle with civil cases- to move due process flowing smoother. Jared will be here for Barber meeting. ( Jared was unable to attend due to illness )

Financial report. We are on track. Had to shuffle for hard drive. Betty will get April's report next time. It was not ready yet.

Online license renewal will be up and running the first of June for, Independent Contractor, Personal, Stylist, and Barber. To renew online you will need identifying numbers, name, address etc. Licensee will be able to pay and print receipt online. Visa Master Card Discover will be accepted with the whole state of Wyoming contract. There will be a \$4.00 additional convenience fee to register and use a credit card online. Registering and paying in the office will

have no additional charge. Licenses will be mailed from the office and printed on official paper. Business and facilities will be able to renew online by October. Online renewal has been a two year (May 2013 – June 2015) three part process. State treasure will get a summary in the data base to separate the checks credit cards and cash. We will be lucky if we get a 2% renewal response in the first year. Dennis asked about time lapse renewal. The system won't renew if time has lapsed. You can only renew one license at a time. New applicants are not applicable you must already be in the data base. There is a walk through scheduled for the week of 3/17/14. Mail is a real problem from things being sent all over before arriving at the office to fraud issues. A nice next step in the online process is that we will be able to do inspections on an electronic device. The inspection will link right into the system. One issue right now is that the internet connection is not great in Wyoming. However this will cut down on paper and be easier on the applicant and the inspectors.

### **Inspectors Report:**

A written report from the Inspectors Brenda Mathre and Matt Cisneros.

### **Unfinished Business:**

Policies and Procedures - Betty presented the Internal Policies and Procedure for the Board's approval. The motion was made by Brenda Schwartzkopf, seconded by Diane Pennington to approve. Motion Carried.

We will be looking at Rule changes as per the Governor's request. Assignments will be redone for review.

#### **Legislative changes to Board Travel, Contested Case Hearings Procedures**

HB64 brought new changes for travel expenses paid to Board members. No longer will they be reimbursed for travel in the same format as a state employee. They will now fall under the same reimbursement rates as the legislature. There will be a flat rate of \$109.00 paid per day for lodging and meals. The member must travel more than 50 miles from home and stay overnight to receive this reimbursement. Members will be reimbursed map mileage from their home city (mailing zip code) at the federal rate. At the current time that rate is .56 per mile. This is for in state travel. No receipts are required for this reimbursement. Out of stat travel will be paid on actual expense and detailed receipts must be presented.

The Board's will adopt the Office of Administrative Hearings Rules for Contested case hearings so there is a fair playing field and the licensee and the public will have a better understanding of the procedures.

**New Business:**

There was discussion as to Wyoming wanting to host the 2016 Conference. We will look into the possibilities of doing this and bring back to the next meeting.

The board members all received copies of the consistency reports. This is the process of the examiners being scored on their scoring. One of our best procedures is to rotate our score papers so that one person is not examining on candidate all the way through the scoring process. Wyoming is good on their bubbling. If our bubbling is off we get the sheet back. Dennis asked what exactly is the information. Brenda Mathre said that she checks our consistency on a quarterly basis over a twelve month period.

NIC Regional meeting in Las Vegas March 14 -17 2014. Betty Abernethy reported that in the Administers meeting a committee was formed to compile information for a certificate of record. Betty is on this committee. This will be to accomplish a national data base for state to state standards. For example the nursing board and the pharmaceutical board. Dennis Schildhauer as selected to attend nationals as the regional representative. Dennis also reported that the regional conference was well attended and that the topics Wyoming was well respected according to many other state representatives. The 2015 conference is not going to be held in Alaska. This destination was too expensive. The board voted for Betty to present a metal lapel pin when promoting our state to host the conference.

Betty Abernethy informed the board that we needed to know who was interested in traveling to South Carolina for the national conference. President Dennis Schilhauer will officially decide who will travel. After budget review, if possible, we will take two board members and Betty Abernethy.

**Recognize any individual wanting to address the board.**

There was discussion with the Board of Barber Examiners with the pending rumors of combining boards, inspections, possibilities of a Barber School.

**Executive session:** None needed

With no further business before the Board, Brenda Schwartzkopf made the motion to adjourn, seconded by Diane Pennington, motion carried.

**Meeting adjourned at 10:35 a.m.**

Respectfully submitted:

Tregay (Pinky) Chesser  
TC:ba